

POSITION DESCRIPTION (Please Read Instructions on the Back)

1. Agency Position No.

01022

2. Reason for Submission

☐ Redescription
☐ Reestablishment☒ New
☐ Other

3. Service

☐ Hdqtrs. ☒ Field

4. Employing Office Location

Minneapolis, MN

5. Duty Station

6. OPM Certification No.

Explanation (Show any position replaced)

7. Fair Labor Standards Act

☐ Exempt ☒ Nonexempt

8. Financial Statements Required

☐ Executive Personnel Financial Disclosure ☐ Employment and Financial Interests

9. Subject to IA Action

☒ Yes ☐ No

10. Position Status

☒ Competitive
☐ Excepted (Specify in Remarks)
☐ SES (Gen.) ☐ SES (CR)

11. Position is:

☐ Supervisory
☐ Managerial
☒ Neither

12. Sensitivity

☒ 1-Non Sensitive ☐ 3-Critical Sensitive
☐ 2-Noncritical Sensitive ☐ 4-Special Sensitive

13. Competitive Level Code

14. Agency Use

15. Classified/Graded by	Official Title of Position	Pay Plan	Occupational Code	Grade	Initials	Date
a. U.S. Office of Personnel Management						
b. Department, Agency or Establishment						
c. Second Level Review						
d. First Level Review	Biological Science Technician	GS	0404	05	Ja	5/2/01
e. Recommended by Supervisor or Initiating Office						

16. Organizational Title of Position (if different from official title)

Bio Science Tech - Private Lands

17. Name of Employee (if vacant, specify)

18. Department, Agency, or Establishment

Department of the Interior

a. First Subdivision

U. S. Fish and Wildlife Service

b. Second Subdivision

Region 3

c. Third Subdivision

d. Fourth Subdivision

e. Fifth Subdivision

19. Employee Review--This is an accurate description of the major duties and responsibilities of my position.

Signature of Employee (optional)

20. **Supervisory Certification.** I certify that this is an accurate statement of the major duties and responsibilities of this position and its organizational relationships, and that the position is necessary to carry out Government functions for which I am responsible. This certification is made with the

knowledge that this information is to be used for statutory purposes relating to appointment and payment of public funds, and that false or misleading statements may constitute violations of such statutes or their implementing regulations.

a. Typed Name and Title of Immediate Supervisor

b. Typed Name and Title of Higher-Level Supervisor or Manager (optional)

Signature

Date

Signature

Date

21. **Classification/Job Grading Certification.** I certify that this position has been classified/graded as required by Title 5, U.S. Code, in conformance with standards published by the U.S. Office of Personnel Management or, if no published standards apply directly, consistently with the most applicable published standards.

22. Position Classification Standards Used in Classifying/Grading Position

Bio Science Tech Series, GS-0404 TS-111 dated 12/91
Grade Evaluation Guide for Aid and Tech Work in Bio Sciences,
GS-0400 TS-111 dated 12/62

Typed Name and Title of Official Taking Action

Julie Anderson, Personnel Management Specialist

Signature

Date

Information for Employees. The standards, and information on their application, are available in the personnel office. The classification of the position may be reviewed and corrected by the agency or the U.S. Office of Personnel Management. Information on classification/job grading appeals, and complaints on exemption from FLSA, is available from the personnel office or the U.S. Office of Personnel Management.

23. Position Review	Initials	Date	Initials	Date	Initials	Date	Initials	Date	Initials	Date
a. Employee (optional)										
b. Supervisor										
c. Classifier										

24. Remarks

This is a Bio Science Tech - General - No Subject Matter Specialization assigned

FPL: GS-05

OPF copy _____
Supervisors copy _____
Employee copy _____

25. Description of Major Duties and Responsibilities (See Attached)

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U.S. Office of Personnel Management
FPM Chapter 295

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Biological Science Technician, GS-404-5

Introduction

The incumbent of this position serves as a Biological Science Technician in support of private land activities conducted by the U.S. Fish and Wildlife Service. Typical, but not all inclusive, duties of the position are illustrated by performance of the following:

Major Duties

- Provides technical assistance to other state and Federal agencies that administer Farm Bill and related agricultural programs.
- Reviews sites on private property for potential wetland restoration activity.
- Reviews sites on private property for potential native prairie restoration activity.
- Performs less complex surveys to determine water level elevations of restored wetlands and documents survey results.
- Recommends seeding mixtures and seeding techniques for native prairie restoration and provides written recommendations to landowners and/or agencies.
- Records and submits accomplishment data regarding the progress of technical assistance and habitat restoration activities.
- Represents the Service in discussions with private landowners involved with Partners for Fish and Wildlife program activities and Farm Bill program activities that are of a less complex and non-controversial nature.
- Assess data and observations to relate the significance of the results to the work activities in preparing plans for the restoration of habitat on privately owned lands.
- May be required to operate passenger vehicles, light trucks, and tractors.

Factors:

1. Knowledge Required by the Position Level 1-4 550 Points

Substantial knowledge of biological work, and skill to resolve a full range of irregular or problem situations when performing a variety of tasks.

Detailed knowledge of the basic procedures and technical terminology used in the field of wildlife biology and wildlife management.

Knowledge and skill in one or more specialized techniques in order to perform tasks.

Skill in following assigned protocols to perform tasks with many steps.

Knowledge and skill in taking exact measurements, performing mathematics, some of which may be complicated, and keeping detailed and precise records to collect and assemble data.

Knowledge of basic principles of biological sciences to assess data and observations to understand and relate the significance of the results to the work activities. This involves some interpretation of data obtained based on previous experience and observations.

Skill in operating motorized vehicles and specialized equipment.

2. Supervisory Control Level 2-2 – 125 Points

Supervisor makes continuing assignments indicating what is to be done, the methods to be employed, the precautions to be observed, and the standards to be maintained. Instructions are not received on a task-by-task basis, but work expected and general explanation of what is to be done. Additional instructions are received for new, more difficult or unusual assignments.

Work is performed independently, making adjustments to accommodate minor deviations in work methods. Supervision or technical assistance is constantly available. The supervisor reviews work for technical accuracy and compliance with instructions. New or unusual tasks receive greater supervision. Unfamiliar situations or technical deviations from established practices are referred to the supervisor for guidance or resolution.

3. Guidelines Level 3-2 125 Points

Guidelines are available in the form of administrative manuals, technical guides, operating procedures, oral instructions, and policy memoranda, however, the guides may not extend to all problems encountered. In these instances the incumbent must apply knowledge gained through experience in choosing from various guidelines or methods to meet varying requirements, or determine what problems should be referred to the supervisor.

In determining what is to be done, incumbent follows supervisory instructions and established protocol, or may be required to make precise discrimination among factors having only subtle differences. Tasks assigned typically require a great amount of technical finesse. Changes in procedures are likely to be frequent and covered by less detailed instruction. Incumbent may have to perform more complicated mathematics and keep very detailed and exact records.

4. Complexity Level 4-2 – 75 Points

The incumbent performs a variety of tasks ranging from routine procedural to the more complex duties related to regular and recurring technical work of the station. In determining what is to be done, incumbent follows supervisory instructions and established protocol, or may be required to

make precise discrimination among factors having only subtle differences. Tasks assigned typically require a great amount of attention and identification of information that is outside the normal range. The employee is expected to exercise independence in recognizing differences and choosing the right course of action and selecting and executing the proper sequences for work. Incumbent may have to perform more complicated mathematics and keep very detailed and exact records.

5. Scope and Effect Level 5-2 – 75 Points:

The purpose of the work is to perform a variety of biological technical work in support of private land field projects. Incumbent's work affects the accuracy, reliability, or acceptability of further procedures or processes and is critical to the efficiency of the program.

6. Persons Contacted Level 2

Contacts are with the supervisor, co-workers, farmers, state employees, members of conservation and education groups, other Federal, State, local officials and the general public.

7. Purpose of Contacts Level A - 45 Points

Contacts are for the purpose of obtaining assignments, instructions and other information in regard to assigned duties, reporting progress or problems encountered in the work. Other contacts are for exchanging information and explaining established requirements or standards, and to foster cooperative relationships.

8. Physical Demands Level 8-2 20 Points

The work requires a moderate amount of physical exertion such as walking over wet and rough surfaces, bending, crouching, stooping, lifting or reaching. The incumbent may be required to lift containers weighing up to 25 pounds. Hand and finger dexterity which is equal to the exacting use of small tools and equipment is required.

9. Work Environment Level 9-2 20 Points

Work is performed both indoors and outdoors. The indoor work area has adequate light, heat, and ventilation. Temperature and weather extremes will be encountered in the performance of outdoor work. Incumbent is expected to conduct duties in a safe and orderly manner so as not to endanger self, fellow workers or property.

A condition of employment is the wearing of the official U.S. Fish and Wildlife Service uniform in a manner prescribed in 3 AM 3 of the Administrative Manual. Incumbent is required to obtain and properly wear uniform components within Class ____ and ____.

Total Points: 1035